



## CURRENT EMPLOYMENT OPPORTUNITIES QUALIFICATION SHEET

This position is currently vacant within the Tollway.  
The Human Resources Section will accept applications, with resumes from:

**April 1, 2013 through April 12, 2013**

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**DEPARTMENT**  
**Engineering**

**POSITION**  
**Senior Project Engineer**

**SALARY**  
**\$28.80 – \$59.01/Hr.**  
**(G-5)**

**JOB QUALIFICATIONS:**

**To be selected for a position**, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant's qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

**Internal Applicants** who are current employees must have worked in their current position long enough to pass probation to be eligible to apply for the position. In addition, applicants are also subjected to an internal investigation which includes an evaluation of their work record, safety and discipline records, their performance assessments and time and attendance records (including late starts and early quits) for the preceding 12 months. (Authorized absences will not be included for purposes of assessing whether attendance is satisfactory.)

**EDUCATION:**

A Bachelor's of Science Degree in Civil Engineering or related Engineering field is required. Registered Professional Engineer in Illinois is required.

**EXPERIENCE:**

Minimum of five (5) years of experience in highway planning, design or construction is preferred.  
Experience in planning studies and geometrics is desired.  
Experience in administering consultant contracts is desired.  
Prior supervisory experience is desired.  
Transportation experience is desired.

**THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:**

Good overall organizational skills are required.  
Good written and oral communication skills are required.  
Proficiency in Microsoft and Excel is required.

**Ways to apply**

**Online:** Complete the Illinois Tollway application, save it to the computer and email it to [jobs@getipass.com](mailto:jobs@getipass.com)

**In person:** Submit the completed application or pick up and complete the application at [Illinois Tollway Headquarters](#) located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.

**By mail:** Send the completed application to:

Illinois Tollway – Human Resources  
2700 Ogden Avenue  
Downers Grove, IL 60515

This position may be subject to Random Selection. [Random Selection Interview Policy Link](#)

**All applications must be received by the application deadline indicated on the qualification sheet or Internet site.**

[Application Link](#)

In compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, the Illinois Tollway actively takes steps to ensure that our employment selection process is accessible to persons with disabilities. Any person, who needs an accommodation, including an accommodation to the Illinois Rutan interview process, is encouraged to contact the Tollway's ADA Coordinator, Lisa G. Williams, at (630) 241-6800 extension 1010, TTY (630) 241-6898, or at [lwilliams@getipass.com](mailto:lwilliams@getipass.com).

## **POSITION PURPOSE:**

This position is responsible for project management and/or support from inception to completion (e.g. planning, feasibility, design, land acquisition, construction, etc.), including but not limited to:

- New transportation corridors
- Widening of existing Tollway facilities
- Studies of new access to the Tollway System
- Plaza and Oases Improvements
- Maintenance and other facility related projects
- Develop and direct phasing and design requirements
- Establishes construction schedules
- Solicit and provide input during all project phases
- Provide contract and project status updates/reports
- Obtain public input and respond appropriately.

This position provides for overall project and contract management and coordination between the Tollway and consultant firms selected to perform various studies and tasks for the Tollway system.

The incumbent must possess excellent technical and organizational skills in order to effectively manage and review complex and often controversial studies, and in order to ensure that the studies are responsive to an agenda of constantly changing concerns.

The effectiveness of this position is measured by the ability to complete quality studies in conformance with applicable design standards and environmental regulations, and to ensure that these studies are coordinated effectively with involved parties, as scheduled.

## **NATURE AND SCOPE:**

The position reports directly to the Executive Project Engineer who in turn reports to the Deputy Chief of Program Control/Systems Integrity. The Deputy Chief is a direct report to the Chief Engineer. The incumbent has no subordinates.

## **REQUIREMENTS:**

A Bachelor's of Science Degree in Civil Engineering or related Engineering field is required. Registered Professional Engineer in Illinois is required. Minimum of five (5) years of experience in highway planning, design or construction is preferred. Overall organizational skills and good written and oral communication skills are required. Proficiency in Microsoft and Excel is required. Experience in planning studies, geometrics as well as prior supervisory experience is desired. Experience in administering consultant contracts is desired. Transportation experience is desired.

## **PRINCIPLE ACCOUNTABILITIES**

1. For Master Planning and Design tasks, preparation of designed project contract documents up to the point of completion of Master Plans, and up to the point of completion of design documents and advertisement for construction bids. Develops initial project and contract scope recommendations for anticipated studies. This is done in close coordination with appropriate Divisions and Departments.
2. For Construction tasks, administering construction manager contracts to final project close out.
3. Manages and coordinates the review of technical studies, plans, and documentation to ensure that materials comply with appropriate standards and with environmental regulations. This is done in close coordination with the Tollway's Environmental staff, other Divisions and Departments, as well as with the Tollway's General and Traffic Consultant.
4. Responsible for ensuring that studies are effectively coordinated with appropriate agencies, officials and the public in a timely manner.
5. Assists the Executive Project Managers and Deputy Chief in the development of guidelines and procedures related to the planning process and studies.
6. Maintenance of variable, concise, timely, effective communication with all parties having input the project.
7. Monitoring costs and progress through review of fees against work completed to determine adherence to budget and schedule.
8. Timely notice to superiors of substance matters adversely impacting design and/or construction project status and validity of extra charge requests.
9. Other duties as assigned or required by superiors.